

**INTERNAL COMMUNICATIONS AND PROJECT COORDINATOR
MAYOR'S OFFICE****SALARY RANGE: \$24.10 - \$32.29 per hour****CLOSING DATE: November 19, 2015, First Review; OPEN UNTIL FILLED****ABOUT THE JOB:**

The City of Beaverton is seeking a Public Information Coordinator to join the Public Involvement and Communications Division within the Mayor's Office. The ideal candidate will create and execute a dynamic communications strategy that successfully educates, informs and encourages engagement with city staff; plan, organize, lead, evaluate and participate in programs and special projects; and serve as the liaison to the Mayor's Youth Advisory Board.

ESSENTIAL FUNCTIONS OF THE JOB:

- Ensure employees are continually informed about city services and events through various tools such as newsletters, online communications, etc.;
- Develop a strategic internal communications plan;
- Work closely with strategic communications manager and other stakeholders to increase awareness, understanding, integration and engagement within city;
- Research, develop, recommend and implement program or project plans to meet overall program goals within timelines;
- Coordinate program services and activities with other departments/divisions;
- Plan, develop and conduct program outreach and promotional activities, including developing information and outreach materials;
- Plan and conduct program events, including planning and carrying out event/activity logistical arrangements;
- Establish and maintain effective working relationships with department heads, managers and staff, representatives of other agencies, the public and others encountered in the course of work;
- Work to mentor and coach youth on special community projects on weekends and evenings; and,
- Actively promote and respect diversity in the workplace.



Human Resources Department
p: 503-526-2200 f: 503-526-2572

TO QUALIFY:

Requires a bachelor's degree from an accredited college or university with a major in journalism, marketing, communications, public administration or closely related field; and at least three years of progressively responsible experience involving analysis, planning, development and/or implementation of program activities to meet organization goals. Experience in a public agency is preferred.

Requires a valid driver's license and the ability to meet the city's driving standards. Strong organizational and communication skills required. Advanced ability to use MS Office Suite applications and other sophisticated computer software.

HOW TO APPLY:

Applications may be completed on our website at www.BeavertonOregon.gov or by submitting a City of Beaverton application form and resume to the Human Resources Department, The Beaverton Building, 12725 SW Millikan Way, Beaverton, OR 97005.

VETERANS' PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.